

***VARIATION No.2
TO
CONTRACT No. 07-0165***

***FOR THE PROVISION OF SERVICES FOR
ICT PD CLUSTER PROGRAMME***

**Between
The Ministry of Education
and
OHAUPO**

December 2008

**Ministry of Education
P O Box 1666
117-125 Lambton Quay
Wellington 6011
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MoE use: Register No. Date Entered __/__/200
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BETWEEN **The Secretary for Education**, acting by and through Tam Dobie, Acting Manager, e-Learning unit, Schooling Group, Ministry of Education (“the Ministry”),

AND **OHAUPO SCHOOL** (“the Contractor” Lead School).

WHEREAS:

- A. The Ministry and the Contractor signed a contract dated NOVEMBER 3 2006 (“the Principal Agreement”) for the delivery of an ICT Professional Development Programme
- B. Section 8 of the Agreement authorises the parties to vary the Contract by mutual written agreement. Any such variation shall be read together with and deemed part of the Agreement.
- C. The parties have agreed to renegotiate Schedules One, Two and Three of the Agreement.
- D. This Agreement records that variation.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

FIRST SCHEDULE

Schedule One is hereby varied by the deletion of the existing Schedule One and replacing it with the following:

Services to be provided by the Board of Trustees

Objectives of the Programme

The objectives of the Programme to be provided by the Board under this Funding Agreement are to provide professional development programmes that:

- Implement the New Zealand Curriculum / Te Marautanga o Aotearoa through the use of e-learning;
- Increase capability of teachers and principals to improve students' learning and achievement through e-learning;
- Strengthen professional learning communities and increased collaboration within and across schools;
- Increase e-learning leadership and ICT strategic planning capability of principals and teachers;
- Increase the school community’s understanding of the educational contribution of e-learning.

Programme to be provided

The Board will provide the Programme according to the Programme Outline and Milestones set out below.

Programme Outline

A. Programme Goals and Success Indicators

National Goals	Cluster Goals	Success Indicators for National and Cluster Goals
<p>1. Implement the New Zealand Curriculum / Te Marautanga o Aotearoa through the use of e-learning;</p> <p>2. Increase capability of teachers and principals to improve students' learning and achievement through e-learning;</p> <p>3. Strengthen professional learning communities and increased collaboration within and across schools;</p> <p>4. Increase e-learning leadership and ICT strategic planning capability of principals and teachers;</p> <p>5. Increase the school community's understanding of the educational contribution of e-learning.</p>	<p>Implement learning programmes that initiate and develop the intent of the New Zealand Curriculum/Te Marautanga o Aotearoa.</p> <p>Increase teacher knowledge and expertise that will work towards raising student achievement through e-learning.</p> <p>Through regular and open communication build an inclusive community with and between schools to strengthen our Professional Learning Community towards sustainability.</p> <p>Strengthen leadership in the use of Key Competencies to enhance effective teaching and learning to bring about sustainable change. Develop strategic plans for each school and discuss continued clustering to cater for sustainability of the development beyond the contract.</p> <p>Communicate changes in pedagogy and use of e-learning to the school community.</p>	<ul style="list-style-type: none"> Units are planned based on NZC that use cognitive taxonomies and e-learning for teaching and assessment. Key Competencies are integrated across all learning opportunities. There is trust and confidence within each e-learning community to trial new approaches that support NZC. Teachers are embedding the new learning from conferences, workshops and other professional development into their teaching practice Teachers display clear learning intentions and students will increasingly be able to articulate the goals for their learning. Students are using a wide variety of ICT products and processes in their learning. Students are more engaged and achieving at a higher level. Teachers and principals are interacting and sharing ideas in face to face and online communities Principals are meeting to discuss progress towards goals and sharing successes and issues arising. Teachers are contributing to the wider education community through online resources and offering workshops at conferences Schools are developing a school based curriculum that shows breadth and depth of learning based on needs, interests and abilities of the students within the scope of the NZC. Teachers use a range of e-learning tools to develop and sustain a school wide culture that reflects Key competencies, inquiry, integration and personalized learning. The BoT and communities are informed and supportive of shifts in educational pedagogy and use of e-learning

B. Implementation of the Programme

Programme Professional Development Activities			Success Indicators for Programme implementation
What do we propose to do?	How much do we propose to do?	What resources do we need to carry out the programme?	How well have you carried out the programme activities?
Principal Leadership Meetings	x4 = 7 Principals, Lead by Project Director (1 per term)	1 day planning by Director and Manager Half day meetings with schools covering costs	Principals have shared leadership responsibilities amongst teachers and reflect on this in their leadership meetings (distributed leadership) (Fullen) Stohl Fink & Earle.
Principal and Lead Teacher Professional Learning	x4 = 16 + Director and Facilitator (1 per term)	Budget for release of Lead Teachers with all other costs covered by school	Teacher Survey 2009 indicates levels of success
Induction for all new cluster personnel.	Ongoing during Term 1/2	Release time and catering as necessary	Follow-up with 1:1 during in-school visits by facilitator Sharing afternoon of personal change in practice and demonstrated change captured for Milestone Reporting
Junior, Middle and Senior school teachers' Syndicate Workshop sharing	x3 = approx 55 personnel attending	A lead presenter for each session	Sharing of ideas between teachers. Deeper teacher understanding of practice. Evidence in online areas for each group.
Attendance and presentations by cluster members at National Conferences	x2 National Conferences = 14 personnel per year paid by cluster	Use of School and Cluster budgets	Sharing expertise and knowledge amongst colleagues and reporting back on new learning in staff / cluster meetings.
Community Communication All schools within the cluster will communicate to their community the changes in pedagogy, the reasons for these and how the school is coping with them.	At each school's discretion based on their needs	Each school responsible for planning and implementing	Analysis of parent voice and reflections indicate deeper understanding of education practice.
Student-led seminars Students learning from students at seminars that celebrate learning.	1 annual seminar	Sponsorship for rewards and catering. Teacher organization.	Student comment collected through Survey Monkey at the end of the session.
Teacher Only Days/Call-back Day	= 85% representation from schools	Expenses for Pam Hook and Julie Mills as Keynote speakers	Deeper understanding and use of SOLO taxonomy for pedagogical practice and reflections as evidence of learning.
School and Cluster based Professional Learning for sustainable practice will use a variety of professional learning approaches (Timperley) that will enable teachers to achieve individual appraisal goals.	All teachers In-school support from facilitator to achieve ICT goals.	Resources funded by schools on a needs basis.	Teacher Appraisals goals will reflect ICTPD cluster goals. Principals will provide a school comment on the changes occurring for their milestone reports.

First Schedule... continued**C. Milestones****7. Activities carried out and results achieved during the Milestone 7 period**

7.1 Expected date of completion of Milestone 7 is **5 June 2009**.

7.2 Details of the tasks to be completed by the Contractor to achieve this milestone are:

7.2.1 Liaise with the National Facilitator assigned by the Ministry of Education to this project

7.2.2 Report on your progress towards achieving 2-3 of your Cluster Goals for Milestone 7 against your Success Indicators

Cluster Goals for Milestone 7	Success Indicators
B. Increase teacher knowledge and expertise that will work towards raising student achievement through e-learning.	<ul style="list-style-type: none"> Teachers are embedding the new learning from conferences, workshops and other professional development into their teaching practice Teachers will display clear learning intentions and students will increasingly be able to articulate the goals for their learning. Students are using a wide variety of ICT products and processes in their learning. Students are more engaged and achieving at a higher level.
D. Strengthen leadership in the use of Key Competencies to enhance effective teaching and learning to bring about sustainable change.	<p>D. Each school develops an action plan for 2009 based on their review of 2008.</p> <ul style="list-style-type: none"> Lead the school towards developing a school curriculum that shows breadth and depth of learning based on needs, interests and abilities of the students within the scope of the NZC. Use a range of e-learning tools to develop and sustain a school wide culture that reflects key competencies, inquiry, integration and personalized learning.

7.2.3 Report on your programme implementation during the milestone period
This will include a report on the status of your cluster's attendance at Learning@School conference.

7.2.4 Submit a progress report to the Ministry by the milestone date on each of the above tasks and relevant performance measures, as per the Second Schedule of this agreement.

First Schedule... continued

8. Activities carried out and results achieved during the Milestone 8 period

- 8.1. Expected date of completion of Milestone 8 is **27 November 2009**.
- 8.2. Details of the tasks to be completed by the Contractor to achieve this milestone are:
 - 8.2.1. Liaise with the National Facilitator assigned by the Ministry of Education to this project
 - 8.2.2. Report on your progress towards achieving the National programme goals.
 - 8.2.3. Report on your programme implementation during the milestone period
 - 8.2.4. Complete an observation of the key lessons learned in the contract
 - 8.2.5. Provide details of the cluster's contribution to the wider network of schools
 - 8.2.6. Provide financial statements that detail all the expenditure of the ICT PD contract funds against all cost centres
 - 8.2.7. Complete the 'end of project online survey'
 - 8.2.8. Submit a progress report to the Ministry by the milestone date on each of the above points, as per the Second Schedule of this agreement.

D. Change to roles/assigned personnel

No changes

SECOND SCHEDULE – Reporting

Schedule Two is hereby varied by the deletion of the existing Schedule Two and replacing it with the following:

1. The Board will provide a Milestone Report and Disbursements Schedule within 5 working days of the expected date of completion of each Milestone specified in the First Schedule.
2. Each Milestone report shall be written in a template provided by the ministry which may vary in response to the reporting requirements of the National Programme.
3. Each Milestone Report shall contain a summary of the Contractor's self-assessed performance on each of the milestone activities. Each summary must include explanations of any variances from the milestone tasks.
4. The National Support Services Facilitator assigned to your cluster will provide a report on your cluster's progress to the ministry as per the Reporting schedule in the Third schedule.

THIRD SCHEDULE

Schedule Three is hereby varied by the deletion of the existing Schedule Three and replacing it with the following:

Finance**1. Project Budget for 2009**

Professional Fees:		
X-Roads Project Director Fee	15,600.00	
X-Roads Facilitator Salary	40,071.00	
X-Roads Facilitator Management Unit	5,500.00	
		61,171.00
Professional Costs:		
X-Roads Conference Expenses	19,807.80	
X-Roads Travel Expenses	262.00	
X-Roads Professional Development	441.20	
		20,511.00
Operating Costs:		
X-Roads Financial Administration Costs	2,300.00	
X-Roads Postage, Stationery, Copying	50.00	
X-Roads Secretarial, Phone & Fax etc.	1,100.00	
X-Roads Equipment Lease	1,600.00	
X-Roads Resources	100.00	
X-Roads Catering	2,295.33	
X-Roads Travel to Schools, Dir Mileage	1,400.00	
		8,845.33
Teacher Development Costs:		
X-Roads Lead Teacher & Principal Release		7,186.83
Sub Total		97,714.16
GST		12214.27
TOTAL		\$109,928.43

2. Payment Schedule

Payment	Reporting schedule	Net	GST	Total
1 January 2009	Milestone 6 (due 21.11.09)	25,185.18	3,148.15	28,833.00
1 April 2009	NSSF Progress report to Ministry – A (due 20.3.09)	25,185.18	3,148.15	28,833.00
1 July 2009	Milestone 7 (due 5.6.09)	25,185.18	3,148.15	28,833.00
1 October 2009	NSSF Progress report to Ministry – B (due 18.9.09)	25,185.18	3,148.15	28,833.00
28 February 2010	On receipt and approval of final milestone (8) (due 27.11.09)	25,185.18	3,148.15	28,833.00
Total		302,222.18	37,777.82	340,000.00

3. Disbursements Schedule

ICT Professional Development Cluster: X-Roads

Contract No. 07-0165

Cluster Programme Disbursements Schedule

To: Tam Dobie
Acting Manager,
e-Learning unit
Schooling Group
Ministry of Education
PO Box 1666
WELLINGTON 6011

From: **Ohaupo School**
Great South Road
RD1
Ohaupo 2452

For Professional and Operational Costs:

	3yr Budget	Actual-to-date	Cumulative %
Professional Fees	\$ 185,831.14		
Professional Costs	\$ 67,582.24		
Operational Costs	\$ 25,982.01		
Teacher Development Costs	\$ 22,826.83		
Sub Total	\$ 302,222.22		
plus GST	\$ 37,777.78		
Total	\$ 340,000.00		

The Ministry and Contractor hereby confirm the terms of Contract Number **07-0165** as varied by this Agreement.

Signed for and on behalf of the Secretary for Education by Tam Dobie, Acting Manager, e-Learning, Schooling Group, the Ministry of Education (“the Ministry”)

Date

_____ 2008

and by

Sue McLocklan, for and on behalf of **Ohaupo School** (the “Contractor”).

Signature

Designation

Date

_____ 2008